



**Dean of Students Request Form**

**FERPA Notice:** The 1974 Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of a student's educational records. FERPA applies to all educational institutions receiving funds from the U.S. Department of Education. Under FERPA, the Office of the Dean of Students may not share the contents of a student's educational record (including conduct file) with anyone other than the student unless the student provides written consent to do so.

**Submit form and any supporting information (in one packet) to: Suite 213, Smith-Brown Memorial Student Union or via fax (225) 771 – 2202**

**STUDENT INFORMATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

S- Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

SUBR Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**REQUEST OPTIONS**

**Letter of Good Standing**

This letter indicates that a student has completed all of his/her assigned sanctions and is considered in "good standing" with the University.

**Letter to School/Agency Stating Violations and Sanctions**

This letter outlines the specific violations a student was found responsible for and the specific sanctions that were assigned for each individual case.

**Conduct Reference Form** Number of forms submitted: \_\_\_\_\_

The student would like the Dean of Students to fill out a form(s) from another institution/agency.

**Copy of Decision Letter**

The student will be given a copy of the exact decision letter that was sent from each conduct case in the student's file.

**Student ID Fee Waiver**

The student would like the \$20 student ID replacement fee waived. The fee is only waived when the original ID is lost and a police report verifying the lost ID is submitted with this form.

**Other:** \_\_\_\_\_

**INFORMATION RELEASE OPTIONS (Check all that apply)**

Pick up from Dean of Students (Room 213, Smith-Brown Memorial Student Union)

US Mail (You must provide an addressed, stamped envelope for each destination)

Fax to: \_\_\_\_\_ Fax number: \_\_\_\_\_

**STUDENT CERTIFICATION**

By signing below, I am voluntarily giving consent to the Dean of Students to disclose the information indicated above in the manner indicated above. I understand that it may take up to 5 business days to process my request.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date